

Report For Week Ending 11 March 1958  
From  
Records Center

During the week the following accessions were made:

OCI	1 Cu. Ft.
DD/P	164 " "
Sub-Total:	165 Cu. Ft.
Finished Intelligence	69 " "
Total:	234 Cu. Ft.
Map Negatives	1,149 Cu. Ft.
Records Holdings	26,416 " "
Distribution Material Holdings	10,902 " "
Total:	38,467 Cu. Ft.
Distribution Material Disposed of at Center	13 Cu. Ft.
Distribution Material Transferred from Center	68 " "
Records Disposed of at Center	10 " "
Records Transferred from Center	2 " "
Total:	93 Cu. Ft.


Accessioning  
a. Tangible

- (1) Processed 118 different reports that consisted of 4228 copies during the week.
- (2) The returns on intelligence reports from Agency components continues to be very high. An average of 100 documents are received each day to be processed.

Reference  
a. Tangible

- (1) Our shop received an expedite request Friday for two complete sets of NIS to be furnished to the White House. The deadline date to complete this job was set for Tuesday. Therefore, overtime for Saturday was executed to accomplish the task of servicing 4,820 copies or 82 cubic feet of NIS. The project was completed Monday morning and delivered that afternoon.
- (2) Completed the inventorying of NIS Record Copies.

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Chief, Records Center Division